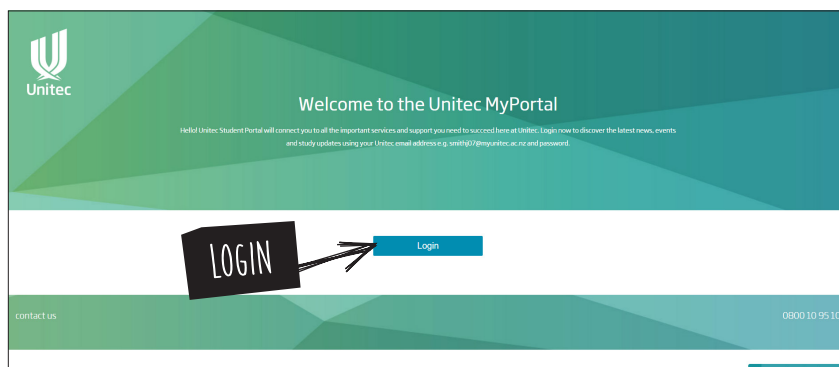


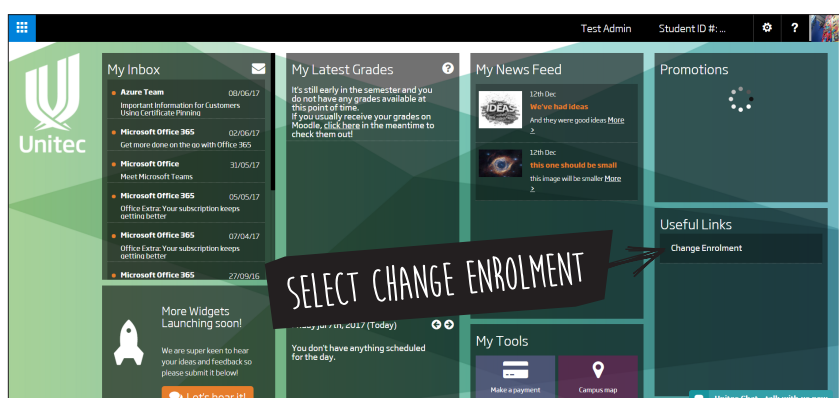
I want to add a class

1. You can do all of your requests (eg. swap a class time and add a different class) all within the same request - remember to check for timetable clashes!
2. The system doesn't save your details until you submit your request.
3. You can only add a class up to a certain number of credits - if you're unsure about this, you can ask student central for advice).

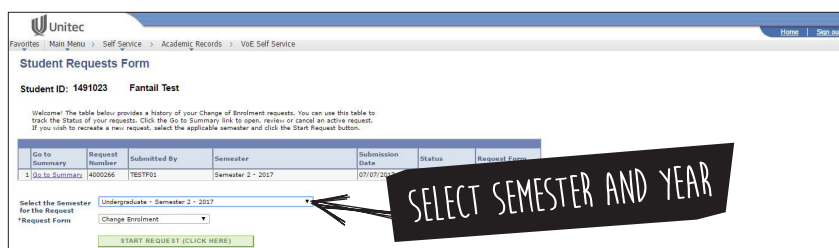
1. Log into MyPortal (<http://myportal.unitec.ac.nz>) using your Unitec login details.



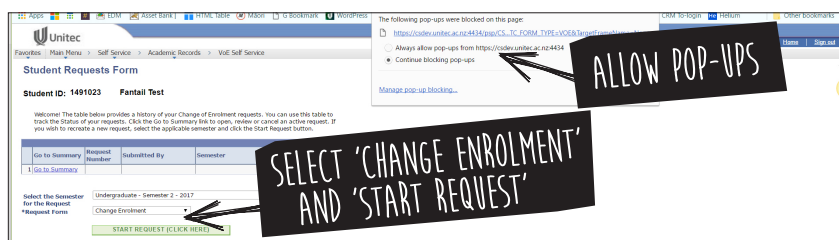
2. Under Useful Links in the bottom right hand corner, select 'Change Enrolment'.



3. The Student Request Form page will open.
4. Select the semester and the year for the request, eg. Semester 2, 2017.



5. You will need to allow pop-ups for this site. Click 'always allow pop-ups...'



6. Select 'Change enrolment' from the drop down menu.
7. Click 'Start request'.
8. Check your details are correct and if necessary, update them (we may need to use these contact details to discuss your request with you).

9. If you know the class number of the class you want to add, enter it into the box. Otherwise you can search for the class by clicking on 'Find Classes'.

Unitec
 Pages: Main Menu > Self Service > Academic Records > VLE Self Service
 Change Enrolment (New Request)
 L49033 Partial Test
 L4903 10203 10204 English Language L3
 Semester 2 - 2017 International Students
 Telephone [We may use this number to contact you if we need more information]
 Email Address [UPDATE MY DETAILS]
 If at any stage during this process, you would prefer to talk to a real person, Student Central (0800 32 95 32) will be happy to help before the hours of our live chat. Monday to Friday and Sat to Sun, 9am-5pm.
 Your Class Schedule
 Use the tick boxes to indicate the change(s) you would like to make.

Class Number	Subject	Course	Start Date	End Date	Course	Drop Class	Drop Class
1 9012	ENGL 1012	24/07/2017	24/12/2017	English Academic Progress (L3)	☐	☐	
2 9013	ENGL 1013	24/07/2017	24/12/2017	Oral & Written Skills (L3)	☐	☐	
3 9014	ENGL 1014	24/07/2017	24/12/2017	English Social Community Prep L3	☐	☐	

 REMOVE SELECTED
 Add New Class
 Class Number [] ADD CLASS FIND CLASSES
 International Students If the change(s) you are requesting reduce your total credits to 45 or fewer for the semester, please email unitec@unitec.ac.nz to ensure that your visa is not affected.
 Domestic Students If the change(s) you are requesting affect your Full Time Student status with StudyLink, your loan or allowance may be impacted.
 REVIEW CANCEL

10. In the Term field, scroll down to the correct semester.

11. In the Subject field, search for the subject you are studying and scroll down to select the right one.

12. In Course Career, select 'Undergraduate' if that's what you are.

13. Click 'Search'.

Unitec
 Pages: Main Menu > Curriculum Management > Schedule of Classes > Class Search
 Search for Classes
 Enter Search Criteria
 Search for Classes
 Institution [Unitec Institute of Technology]
 Term [Semester 2 - 2017]
 Select at least 2 search criteria. Click Search to view your search results.
 Class Search
 Subject [Design]
 Course Number [1012]
 Course Career [Undergraduate]
☐ Show Open Classes Only
☐ Open Entry/Exit Classes Only
 Additional Search Criteria
 CLEAR SEARCH
 SCROLL TO THE CORRECT SEMESTER
 SEARCH FOR THE SUBJECT YOU'RE STUDYING
 SELECT CORRECT COURSE CAREER
 CLICK 'SEARCH'

14. Note the number of the class you want to add. (Check that you have the pre-requisites required and you are not enrolled in any restricted classes). If you can't find the number for the class you want to swap to, you can do the following:

- Open Unitec.ac.nz (in a different window).
- Search for your programme name.
- Scroll down the programme page to courses and timetables.
- Click on the name of the course you're swapping classes within.
- Find the four-digit number of the class you want to start attending, and note it down.

Unitec
 Pages: Main Menu > Curriculum Management > Schedule of Classes > Class Search
 Search for Classes
 Search Results
 Unitec Institute of Technology | Semester 2 - 2017
 The following classes match your search criteria Course Subject: Design and Visual Arts Course Career: Undergraduate Show Open Classes Only Yes
 31 class section(s) found

Class Section	Days & Times	Room	Instructor	Status
2287 C41C45.0208p	TBA	TBA	Staff	Stalled
Notes: This is a combined section class				
2288 C41C45.0208p	TBA	TBA	Staff	Stalled
Notes: This is a combined section class				
2289 C41C45.0208p	TBA	TBA	Staff	Stalled
Notes: This is a combined section class				
2290 C41C45.0208p	TBA	TBA	Staff	Stalled
Notes: This is a combined section class				
2291 C41C45.0208p	TBA	TBA	Staff	Stalled
Notes: This is a combined section class				
2292 C41C45.0208p	TBA	TBA	Staff	Stalled
Notes: This is a combined section class				
2293 C41C45.0208p	TBA	TBA	Staff	Stalled
Notes: This is a combined section class				
2294 C41C45.0208p	TBA	TBA	Staff	Stalled
Notes: This is a combined section class				
2295 C41C45.0208p	TBA	TBA	Staff	Stalled
Notes: This is a combined section class				
2296 C41C45.0208p	TBA	TBA	Staff	Stalled
Notes: This is a combined section class				
2297 C41C45.0208p	TBA	TBA	Staff	Stalled
Notes: This is a combined section class				
2298 C41C45.0208p	TBA	TBA	Staff	Stalled
Notes: This is a combined section class				
2299 C41C45.0208p	TBA	TBA	Staff	Stalled
Notes: This is a combined section class				
2300 C41C45.0208p	TBA	TBA	Staff	Stalled
Notes: This is a combined section class				
2301 C41C45.0208p	TBA	TBA	Staff	Stalled
Notes: This is a combined section class				
2302 C41C45.0208p	TBA	TBA	Staff	Stalled
Notes: This is a combined section class				
2303 C41C45.0208p	TBA	TBA	Staff	Stalled
Notes: This is a combined section class				
2304 C41C45.0208p	TBA	TBA	Staff	Stalled
Notes: This is a combined section class				
2305 C41C45.0208p	TBA	TBA	Staff	Stalled
Notes: This is a combined section class				
2306 C41C45.0208p	TBA	TBA	Staff	Stalled
Notes: This is a combined section class				
2307 C41C45.0208p	TBA	TBA	Staff	Stalled
Notes: This is a combined section class				
2308 C41C45.0208p	TBA	TBA	Staff	Stalled
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2309 C41C45.0208p	TBA	TBA	Staff	Stalled
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2310 C41C45.0208p	TBA	TBA	Staff	Stalled
Notes: This is a combined section class				
2311 C41C45.0208p	TBA	TBA	Staff	Stalled
Notes: This is a combined section class				
2312 C41C45.0208p	TBA	TBA	Staff	Stalled
Notes: This is a combined section class				
2313 C41C45.0208p	TBA	TBA	Staff	Stalled
Notes: This is a combined section class				
2314 C41C45.0208p	TBA	TBA	Staff	Stalled
Notes: This is a combined section class				
2315 C41C45.0208p	TBA	TBA	Staff	Stalled
Notes: This is a combined section class				
2316 C41C45.0208p	TBA	TBA	Staff	Stalled
Notes: This is a combined section class				
2317 C41C45.0208p	TBA	TBA	Staff	Stalled
Notes: This is a combined section class				
2318 C41C45.0208p	TBA	TBA	Staff	Stalled
Notes: This is a combined section class				
2319 C41C45.0208p	TBA	TBA	Staff	Stalled
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2320 C41C45.0208p	TBA	TBA	Staff	Stalled
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2321 C41C45.0208p	TBA	TBA	Staff	Stalled
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2322 C41C45.0208p	TBA	TBA	Staff	Stalled
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2323 C41C45.0208p	TBA	TBA	Staff	Stalled
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2324 C41C45.0208p	TBA	TBA	Staff	Stalled
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2325 C41C45.0208p	TBA	TBA	Staff	Stalled
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2326 C41C45.0208p	TBA	TBA	Staff	Stalled
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2330 C41C45.0208p	TBA	TBA	Staff	Stalled
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2331 C41C45.0208p	TBA	TBA	Staff	Stalled
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Notes: This is a combined section class				
2412 C41C45.0208p	TBA	TBA	Staff	Stalled
Notes: This is a combined section class				
2413 C41C45.				

16. Check that this is the class you want to take (make sure there are no timetable clashes). If you are good to go, click on 'Review'.

The screenshot shows the 'Change Enrolment (New Request)' page on the Unitec system. Handwritten annotations include:

- 'TYPE 4 DIGIT CLASS NUMBER' pointing to the 'Class Number' field.
- 'CLICK 'ADD CLASS'' pointing to the 'ADD CLASS' button.
- 'CLICK 'REVIEW'' pointing to the 'REVIEW' button.

Below the annotations, the 'Add New Class' section is visible, showing a table of available classes:

Class Number	Subject Area	Catalogue Ref	Start Date	End Date	Course
1 5012	BAFL	3151	24/07/2017	24/12/2017	English Academic Purposes (L3)
2 5012	BAFL	3150	24/07/2017	24/12/2017	Oral B: Test-based Skills (L3)
3 5024	BAFL	3123	24/07/2017	24/12/2017	English Academic Purposes (L3)
4 5510	DESH	90006W	24/07/2017	24/12/2017	Design Fundamentals (L3)

17. The system needs a reason for why you are changing your class - please select 'New class' (it won't let you submit your request without a reason).

18. Then click 'Submit' - you're done!

The screenshot shows the 'Change Enrolment (Review and Submit)' page. Handwritten annotations include:

- 'SELECT 'NEW CLASS'' pointing to the 'Reason for Changing Enrolment' dropdown menu.
- 'CLICK 'SUBMIT'' pointing to the 'SUBMIT' button.

The 'Reason for Changing Enrolment' dropdown menu is open, showing 'New Class' as the selected option. Below the dropdown, a table of available classes is displayed:

Class Number	Subject Area	Catalogue Ref	Start Date	End Date	Course
1 5012	BAFL	3151	24/07/2017	24/12/2017	English Academic Purposes (L3)
2 5012	BAFL	3150	24/07/2017	24/12/2017	Oral B: Test-based Skills (L3)
3 5024	BAFL	3123	24/07/2017	24/12/2017	English Academic Purposes (L3)
4 5510	DESH	90006W	24/07/2017	24/12/2017	Design Fundamentals (L3)